



## **Executive Assistant to the Chief of Staff Baltimore City Mayor's Office**

Baltimore City Mayor's Office seeks a results-oriented professional to provide confidential executive level support to the Mayor's Chief of Staff and Deputy Chief of Staff. The Executive Assistant performs administrative functions including but not limited to:

- Directs preparation of correspondence, proofreads records and/or forms, locates and compiles information and formats reports, graphs, tables, records, documents and other information.
- Manages Chief of Staff and Deputy Chief of Staff's calendar and independently schedules appointments. Schedules appointments for meeting space and assists with preparation and organization of meeting materials.
- Arranges programs, events, or conferences by arranging facilities and caterer, issuing information or invitations, coordinating speakers, and controlling event budget.
- Directs preparation and filing of documents with government agencies to conform to statutes.
- Creates and maintains database and spreadsheet files.
- Arranges complex and detailed travel plans and itineraries, compiles documents for travel-related meetings and accompanies Chief of Staff and Deputy Chief of Staff when requested.
- Examines, develops, and implements approved office policies, procedures, and forms as directed by the Chief of Staff and Deputy Chief of Staff.
- Performs a variety of office support tasks including the processing of forms, maintaining senior management level files, completing a variety of standard forms, composing documents independently, proof-reading and editing documents and coordinating the development of presentations
- Coordinates office supply distribution and orders supplies. Assists with general office management, such as office phone system and security system.
- Drafts and prepares correspondence, proofreads records and/or forms, locates and compiles information and formats reports, graphs, tables, records and other sources of information.
- \*\*This list is not inclusive. This position may require related duties not listed, if necessary, to accomplish the work of this organization\*\*

### **Qualifications**

A Bachelor's degree from an accredited college or university; and a minimum of four (4) years of executive level administrative support including scheduling appointments, setting up meetings, and composing correspondence, agendas and spreadsheets.

The ideal professional will have knowledge, skills and abilities that include: Strong oral and written communication skills; Strong Microsoft Office computer skills; Ability to manage confidential matters with discretion, tact and diplomacy; Effective multi-tasking skills; Ability to establish and maintain effective working relationships with others; and Ability to exercise sound judgment on a variety of matters with general instructions.

Baltimore City Government offers a competitive salary, commensurate with education and experience and a full range of comprehensive benefits, including medical, dental, vision, deferred compensation, paid leave and retirement plan.

This is a non-civil service position which will remain posted until filled. Qualified candidates should submit a cover memo and resume, which specifically addresses the applicant's relevant experience for this position to: Karen Ross, Recruitment Chief, Baltimore City Department of Human Resources, 201 East Baltimore Street, Suite 120, Baltimore, Maryland 21202, [karen.ross@baltimorecity.gov](mailto:karen.ross@baltimorecity.gov), Subject: Executive Assistant – Chief of Staff, TTY: 711. *Baltimore City Government Is An Equal Opportunity Employer.*

**Mayor Stephanie Rawlings-Blake**